



# **National Association for State Community Services Programs**

## **CSBG Information System (IS) Instruction Manual**

### **Sections A – G**

For State and local CSBG Eligible Entity Use in Completing  
the CSBG Information System Survey

Updated September 2014

**REMINDER!** Your completed state-wide survey is due no later than  
March 31st to NASCSP.

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## Overview

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These instructions are designed to assist states in filling out the survey at the state level and in providing guidance to their local agencies in filling out the survey at the agency level. The electronic CSBG/IS database will be distributed to states for compiling and reporting agency-level data. States are expected to submit agency-level data for Section A-D. Agencies are required to submit data for Section E-G to the State along with their NPI data. All information requested in the survey must be submitted by the state in the electronic database.

NASCSP does not currently provide an electronic database for local agencies. Many states have their own data collection systems for local reporting. If your state is interested in reviewing available data collection systems, please contact NASCSP.

All IS forms should be read thoroughly by the state. The agency-level forms can be copied and distributed to local agencies. Sections A-C of the survey pertain specifically to state CSBG offices and do not need to be filled out by local agencies. However, Sections A-C are included in the agency packet so that agencies can see the complete survey and all the data that are collected and available in their state network. All data, whether or not funded directly by CSBG, should be reported in Sections D, F, and G, and in the National Performance Indicators. The forms are available on the NASCSP website at <http://nascsp.org/CSBG-IS-Survey/609/Instructions.aspx?iHt=20>

## History

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The first comprehensive survey of state uses of federal CSBG funds was conducted in 1983 in a cooperative venture between the National Association for State Community Services Programs (NASCSP) and the National Governors' Association, with outside assistance from the Center for Community Futures. This led to the development of the National Voluntary Reporting System, or NVRS. The surveys of FY 1984, 1985, and 1986 activity were conducted by the Center for Community Futures with guidance from the Data Collection Committee of NASCSP. From FY 1987 and on, surveys were conducted by NASCSP.

In FY 2001, reporting on the Information System Survey became a federal requirement. These surveys and the reports they generated were amended to focus on information of special interest to state and federal policymakers, such as the relationship of CSBG to other funding sources and the development of innovative programs. Each fiscal year survey incorporates the lessons learned from earlier data collection practices and the analysis of this information. Changes are discussed and agreed upon by the Information System Task Force (ISTF), which includes members from across the CSBG network as well as other stakeholders and partners.

# Matters of Emphasis

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## SECTION B

### ***Uses of Discretionary Project Funds***

Please account for all recipients who received discretionary money in this category. Those entities that also report data and outcomes in the rest of the survey must also be accounted for in Section B. Spaces are provided for the most common recipients of these funds. Please list organizations that do not fit in these categories along with the amount of discretionary funding provided. You may group the totals for organizations of the same type. Please also note that the amounts reported in Item 5.a must match those reported in Item 5.b, and must also match Item 2.c in Section A.

## SECTION E

### ***Service Category 10, Other***

While we have included this category specifically to identify significant initiatives, almost all CAA activities can be best described by one of the nine primary service categories listed in Section E. Please use this category only if a project clearly does not fit. In most cases we do not expect this category to contain any data. We encourage you to call us with any questions you might have, and to provide additional information in the comment box.

### ***Administrative Costs***

Please refer to OCS Information Memorandum 37 for detailed direction on how to report administrative costs in the CSBG/IS survey. We are making a concerted effort to report our administrative costs as accurately as possible, as this item could have legislative impact on CSBG in the future. As IM 37 indicates, not all indirect expenses are “administrative,” especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs.

## SECTION F

### ***Federal and State “Other”***

Please ensure that each agency has not entered any programs in Federal or State “Other” that belong in one of the general categories offered. NASCSP does not want to have to return the data to you for re-entry in the appropriate category. For any program legitimately listed in the “Other” subcategories (Items 4k Other HHS, 14 Other Federal, and O Other State), please provide as much detail as possible, including the full funding program name and the amount of funding

received. Also, please make sure that all sources reported by eligible entities in 4k Other HSS and 14 Other Federal are of federal origin, while all sources reported in O Other State are of state origin, i.e., are appropriated or designated from state revenues by the state's government.

**PLEASE DO NOT USE ACRONYMS. INCLUDE THE FULL NAME OF THE PROGRAM.** Please also include the CFDA number.

For your convenience, a list of Federal programs from the Catalog of Federal Domestic Assistance (CFDA) can be found here: <http://www.cfda.gov>. You may find it helpful to distribute this link to grantees to help ensure that programs are listed in the proper location within Section F.

### ***Federal and State Resources***

CAAs that administer housing programs may report those resources in the CSBG/IS as long as the programs fall under the auspice of the CSBG-required tri-partite board. Traditional funding sources include USDA and HUD federal programs. In addition, these outcomes may also be reported under National Performance Indicators 1.2, 1.3, 2.1, 3.2, and 6.2, as appropriate.

## **SECTION G**

### ***Education Levels of Adults***

Note that Item 10 pertains only to adults age 24 years and older.

### ***Checking Category Totals***

With the exception of the "Other Characteristics" (Item 11) and "Source of Family Income" (Item 14), the sums of all categories should be consistent with Items 3 or 5 at the top of the section. At no point should any of the subtotals for client characteristics exceed the totals for Items 3 or 5. For example, if all individuals providing information reported their age, the sum of individuals in the "Age" category (Item 8.a - Item 8.h) would be equal to or less than the total unduplicated number of persons for whom characteristics were obtained (Item 3). In no case should the sum of answers to questions of characteristics exceed the number of individuals or families reporting (Item 3 and Item 5).

### ***Total # of Respondents***

In Item 11.a-11.b, "Other Characteristics," we are asking for the number of persons with the specific condition and also for the total number who were surveyed. In Item 14.a we are seeking an unduplicated number of families who list one or more sources of income. A single family can be reported on multiple lines if the family receives more than one form of income. The total for 14k will be the same as or more than the total for 14a, as we realize many families have more than one form of income.

***Source of Family Income***

Item 14.b has been clarified to specify Unduplicated # of Families Reporting that they have No Income. This is NOT a count of families about whom no income data was created. Enter the unduplicated number of families that report no source of income.

# Survey Instructions: Overview

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To assist with this task, here is an overview of each section and suggestions as to who might be assigned responsibility for its completion. The Cover Page is provided to assist states in capturing important contact information from local agencies completing the form.

The agency-level forms are distributed to states by e-mail. They are also available for downloading from the NASCSP website at: <http://nascsp.org/CSBG-IS-Survey/608/CSBG-Survey-Forms.aspx?iHt=19>. These forms are designed to be distributed by states to local agencies. An electronic database version of the forms will be distributed to states later this year. States are expected to compile agency level data and enter it into the electronic database.

***A 100 percent response rate from the eligible entities and discretionary grantees in your state is needed, so leadership and management by your office are necessary.***

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## SECTION A

This form is to be filled out by the state. It will be included in the electronic database to be completed by State staff. We include it with the hard copies of the forms so that you have a complete hard-copy survey, but this form must be filled out in the electronic database. It is a financial statement, asking about the funds available for your CSBG program during the fiscal year and how they were planned to be, and how they actually were, expended. Planned expenditures should be in your fiscal year State Plan. Your fiscal officer should have actual expenditures.

## SECTIONS B AND C

These forms are to be filled out by the state. They will be included in the electronic database. We include it with the hard copies of the forms so that you have a complete hard copy survey, but these sections must be filled out in the electronic database. These sections ask for information about how your CSBG program is operated at the local and state levels. Many of the questions ask for a yes or no response, or a check mark if it is a multiple-choice question. You may require your fiscal officer's assistance for portions of these sections.

**NOTE:** *Parts B and C should be relatively simple for anyone with a background in their state's CSBG program. However, if the person completing the report is new to the program, he/she may need to review previous state plans or contact NASCSP for clarification.*

## SECTIONS D, E, F, G AND NPIS

These sections require input from local agencies or analysis of their reports, so you need to make implementation decisions or assignments quickly. Sections E and F are alike in requiring the generation of expenditures and the number of local CSBG agencies providing services, but they differ in several significant respects. Section E identifies only CSBG expenditures by service and demographic category, while Section F seeks to capture information more broadly describing *all* funds *allocated* in support of the entities providing CSBG services.

These sections should be sent to each local agency with instructions on how to complete the forms accurately. States may also consider providing training and technical assistance on how to complete these forms. If your office has already established a contractual relationship with your state CAA association, your simplest approach to Section F may be to contract with the CAA association to collect and compile this data. Another approach might be for you to prepare a cover letter, and mail the forms and instructions to your local CSBG agencies, setting a relatively early return date. Make a pitch for its completion at the next state CAA meeting and assign a staff person to compile the responses and begin making calls if you do not have a complete response by the due date. NASCSP also has a variety of trainings offered around the CSBG IS Survey, found at <http://www.nascsp.org/CSBG/704/Training-and-Technical-Assistance.aspx?iHt=12>.

### SECTION D

This section asks for examples of your state CSBG network's top management accomplishments; how CSBG has addressed a cause or condition of poverty with an innovative approach; how CSBG has devised a long-term solution to a persistent problem facing the low-income community; how CSBG has provided positive results for vulnerable populations; and more broadly how CSBG has enabled agencies to respond to the needs of their community. States are expected to select from agency responses and limit their submission to 1-3 responses, depending on the requirements outlined in the survey question. A certain number of responses are featured in the national CSBG Annual Report, so we urge states and agencies to respond to this section carefully, with attention to spelling and grammar. Please remember to emphasize how the CSBG funding as well as state and agency efforts have affected anti-poverty programs. **PLEASE DO NOT USE ACRONYMS**, and identify agencies specifically by both name and location.

### SECTION E

This section asks for the number of agencies providing assistance and the CSBG expenditures in nine program categories. The tenth category, "Other," allows you to include programs that cannot be included under one of the nine service categories. Section E also asks for the number of agencies providing assistance and the expenditures in two demographic categories.

Please note that information in Table 2 on Youth and Seniors refers to programs that were also reported, by service category, in Table 1. Youth and Seniors funding is a subtotal of the already reported expenditures for Section E. For example, among the total funds reported under housing, a sub-total that represents accommodations installed in homes of frail or disabled elderly should be reported separately in Table 2.

The easiest way to complete Section E by CSBG service categories may be to use the Microsoft Excel version of Section E, on the NASCSP website at: <http://nascsp.org/CSBG-IS-Survey/608/CSBG-Survey-Forms.aspx?iHt=19> to distribute to your local agencies. This way, the totals can be checked electronically to ensure accuracy before they are submitted to the state. Then, the data can be transferred by the state into the run-time version of the forms.

An alternative method is to prepare Section E as a questionnaire to CAAs and other CSBG grantees or contractors. You will need to make photocopies of the Section E survey forms, the Section E instructions, and the CSBG Lexicon, which serve as reference documents to Section E. You may need to plan a training session for the staff of local CSBG agencies or grantees in your state on how to complete Section E, and dedicate a staff person to spend the time necessary to assist local CSBG staff and/or grantees and monitor their progress in completing their questionnaires on time.

## **SECTION F**

This section shows all funding sources allocated during the fiscal to the agency. Public CAAs should report on all funding under the purview of the Tripartite Board, while private CAAs should report total agency funding. This section also shows the program or initiatives other than CSBG, administered by the CSBG network agencies. It asks for an accounting of the CSBG resources in the local agencies that fill out this section so that the leveraging of CSBG and other resources can be described to policymakers. It involves substantial local agency time to retrieve totals of funding from all sources.

## **SECTION G**

This section asks for demographic information on all those utilizing and benefiting from local agency services. As there is no national intake form states have been asked to work with their local agencies to design a form that will capture the information required to complete this section of the report.

## **NATIONAL PERFORMANCE INDICATORS: OUTCOMES OF EFFORT**

This portion of the survey gathers information on the 12 national indicators of community action performance. Please refer to the NPI Instructions for further details on reporting for NPIS at <http://nascsp.org/CSBG-IS-Survey/609/Instructions.aspx?iHt=20>.

## Resources & Technical Support

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Several reference documents can assist you in collecting and reporting data for the CSBG/IS survey, so that your data can be combined with that of other states. These reference documents, listed below, can be found at [www.nascsp.org](http://www.nascsp.org) or via the following links:

- <http://nascsp.org/CSBG-IS-Survey/609/Instructions.aspx?iHt=20>.
- <http://nascsp.org/CSBG-IS-Survey/608/CSBG-Survey-Forms.aspx?iHt=19>.
- <http://nascsp.org/Training-and-Technical-Assistance/707/Guides-and-Manuals.aspx?iHt=13>.

### **LEXICON**

In addition to common terms and definitions, the Lexicon includes a detailed list of terminology used to describe programs in each service category of Section E. Service category classifications are included for each program.

### **GUIDE TO REPORTING RACE AND ETHNICITY**

This guide defines race and ethnicity as per the U.S Census Bureau definitions.

### **CSBG/IS QUICK REFERENCE GUIDE**

This supplement outlines key sections of the CSBG/IS Survey Instructions.

### **NATIONAL PERFORMANCE INDICATORS INSTRUCTIONS**

This guide is intended to help state and local community action agencies better organize and report ROMA outcomes that constitute the 12 national indicators of community action performance.

### **TARGETING FIELD MANUAL**

This manual enables agencies to accurately predict and identify their results through detailed examples, tested strategies, case studies, and best practices.

### **TRAINER'S GUIDE TO ACCOMPANY THE TARGETING FIELD MANUAL**

This guide outlines key teaching points and methodologies useful for trainers using the Targeting Field Manual.

### **STORYTELLING MANUAL**

This guide uses a five-step strategic approach to assist states and agencies in telling their Community Action stories effectively.

### **TECHNICAL SUPPORT**

Telephone assistance is available to state CSBG administrators and their staff for completing the CSBG Information System Survey. Please visit the NASCSP site for staff contact information.

# Section A

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## State Allotments of Fiscal Year CSBG Funds

### SECTION A

Please report on CSBG planned and actual expenditures separately in Item 2. Items 3-6 refer to actual expenditures and should be based on the total in Item 2.d Actual.

#### ITEM 1 STATE REPORTING PERIOD

This item asks you to indicate the 12-month period for which you are reporting data for this survey. “Reporting Period” means the program year in which you expended most of your state’s allocation of fiscal year federal CSBG appropriations. You should report the amount allocated to the agencies to spend in the time frame of the reporting period. The goal is to report the amount of resources available to agencies within the timeframe of the report.

Typically state reports are done according to the State’s fiscal year; however, the reporting period in Section A should also match the reporting period for the agencies. If your agencies report based on calendar year, not the state fiscal year, Section A should match this. Please note this as a comment in Section A.

#### ITEM 2.A - 2.D TOTAL OBLIGATIONS OF CSBG FUNDS

Item 2 contains two columns, the CSBG Planned and Actual columns. *The **Planned** column asks about the total funding you planned to spend before the start of the fiscal year, in each category. Planned will likely be based on your anticipated state allocation. The **Actual** column asks how much was actually spent at the end of the fiscal year in each category. Item 2.d Actual should be used to calculate Items 3-6.* The figures in Items 2.a, 2.b, and 2.c are each proportional amounts of the total CSBG funds expended in your state. When added together, they produce Item 2.d.

##### **Item 2.a Eligible Entities**

Enter the amount of CSBG funds allocated to all eligible entities. This amount should equal at least 90% of all available funds. Please check that the “actual” allocations to eligible entities equal at least 90% of all “actual” expenditures, not including carryover. If the figure entered is less, please attach an explanation to your report. For a definition of eligible entities, please see the Lexicon.

##### **Item 2.b State Administrative Costs**

Enter the amount of CSBG funds obligated toward administrative costs borne by your state. This amount should not exceed 5% of all available CSBG funds.

**Item 2.c Discretionary Projects**

Enter the amount of CSBG funds obligated for discretionary projects in the fiscal year. Funds for discretionary projects are identified here and in Section B Item 5. The totals for discretionary funds in Section A Item 2.c Actual and Section B Item 5 must be equal.

**Item 2.d Total Funds**

Enter the sum of Items 2.a, 2.b and 2.c. This amount should represent all available CSBG funds for the fiscal year.

**ITEM 3 CARRYOVER FUNDING**

The amount reported in Item 3 should have already been included in Item 2 and should not be added again to Item 2.d. For some states, the entry in Item 3 should be zero.

**Carryover funds are zero for your state if one or more of the following applies:**

- If your state had expended all of its prior year CSBG funds in the last year;
- If most of the in-state allocations will be expended at year-end (including state administrative funds); or
- If subgrantees have the authority to carry over small amounts of unused funds to be expended first in the current fiscal year, with no requirement to return them to the state.

**There are at least two instances in which a state might report a carryover to the current fiscal year:**

1. If a state requires local CSBG agencies to return unexpended funds at the end of the contract year, these funds should be considered carryover. (While it may not be possible to determine this carryover amount until local agencies are audited, an estimate will suffice.
2. If a state planned to expend part of its prior year CSBG funds in the current year.

**ITEM 4 CARRY-FORWARD OF FISCAL YEAR FUNDS**

Enter the carry-forward amount of your fiscal year appropriation to be utilized in future fiscal years. This amount should have already been subtracted from the total in 2.d Actual and is simply listed here.

**ITEM 5 STATE CSBG FUNDS**

This item asks you to enter all state funds appropriated for the same purposes as CSBG, if any. For some states the entry in Item 5 will be zero.

**ITEM 6 TOTAL CSBG FUNDS**

To determine the amount in Item 6, add together the values of Item 2.d and Item 5. The electronic database will calculate the CSBG total automatically.

# Section B

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## General Information on Local CSBG Agencies

The first four items of Section B, ask for information about the 90 percent or more of a state's CSBG allocation that must be passed through to "eligible entities," local agencies eligible to receive CSBG funds. States are asked to provide a list of eligible entities, their addresses and their award amounts. *Built into the electronic database are certain functions to capture duplicate information. The following information is found in the Section B list of the Access Database as filled out by the State.*

### ITEM 1.A - 1.K ELIGIBLE ENTITIES RECEIVING CSBG FUNDS

These items count the various types of entities that are eligible for pass-through funding by the CSBG.

#### ***Item 1.a Number of CAAs among eligible entities***

Enter the total number of Community Action Agencies (CAAs) in your state that are eligible for pass-through funding. Most CAAs were designated eligible entities in the 1981 CSBG authorizing legislation. By statute, CAAs have a tri- partite board consisting of one-third elected public officials, at least one-third elected representatives of the low-income community, with the balance drawn from leaders within the private sector including businesses, faith-based groups, charities and civic organizations. For more detail, see the Lexicon.

#### ***Item 1.b Number of LPAs among eligible entities***

Enter the total number of Limited Purpose Agencies (LPAs) in your state that are eligible for pass-through funding. Like a CAA, to be considered an eligible entity, a private non-profit LPA must have a tri-partite board of directors.

#### ***Item 1.c Number of organizations serving migrant or seasonal farmworkers***

Enter the total number of organizations specifically devoted to serving migrant or seasonal farmworkers. If this number is not zero, please indicate in Item 1.d the number of these organizations that were already counted as CAAs or LPAs under Item 1.a and Item 1.b. *In the electronic database, in Section B List, the staff member should check the checkbox indicating that this agency is also a CAA. This will pre-fill section B.*

**Item 1.e      Number of tribal organizations**

Enter the total number of organizations specifically designated as tribal organizations. If this number is not zero, please indicate in Item 1.f the number of these organizations that were already counted as CAAs or LPAs under Item 1.a and Item 1.b. *In the electronic database, in Section B List, the staff member should check the checkbox indicating that this agency is also a CAA. This will pre-fill section B.*

**Item 1.g      Number of units of local governments**

Enter the total number of units of local government bodies that may be classified as eligible entities. If this number is not zero, please indicate in Item 1.h the number of these agencies that were already counted as CAAs, LPAs, organizations serving migrant and seasonal farmworkers or tribal organizations under Items 1.a through 1.e. *In the electronic database, in Section B List, the staff member should check the checkbox indicating that this agency is also a CAA. This will pre-fill section B.*

**Item 1.i      Others designated eligible by statute**

Enter the number of agencies that qualify as eligible entities due to a provision in your state's authorizing statute. If this number is not zero, please indicate in Item 1.j the number of these agencies that were already counted as CAAs, LPAs, organizations serving migrant and seasonal farmworkers, tribal organizations or units of local government under Items 1.a through 1.g. *In the electronic database, in Section B List, the staff member should check the checkbox indicating that this agency is also a CAA. This will pre-fill section B.*

**Item 1.k      Total unduplicated number of eligible entities**

Enter the total number of local agencies that qualify as eligible entities for CSBG funding. This should equal the total of Items 1.a through 1.i less double-counted agencies.

**NOTE:** *Please check your CSBG/IS Survey responses for Item 1 total and each Item 1 category. If the total number of eligible entities is different, either the answer to Item 2 is yes, or you have added new areas and they have been reported in Items 4.b and c.*

**ITEM 2      ELIGIBLE ENTITIES DROPPED IN THE CURRENT FISCAL YEAR**

Item 2 asks if any eligible entities funded in the prior were dropped in the current fiscal year, either de-funded for cause, or because they voluntarily discontinued operations. If the answer to this question is "yes," please enter the number of agencies dropped and the reason their funding was discontinued.

### ITEM 3 SUB-STATE ALLOCATION METHOD

Item 3 asks what method you used to allot pass-through funds among eligible entities. You are asked to select one of five sub-state allocation options which most closely describes the method employed in your state:

- The “historic” method means continuing to allocate to each eligible entity the share it received under federal funding prior to the creation of CSBG in 1981.
- The “base + formula” method is usually adopted when the formula-alone method would fail to provide the smaller eligible entities with enough funding to open their doors for operation. In this case, some minimum funding level, or base, is provided each eligible entity off the top of the state allocations, to be supplemented with whatever amount its formula share might be of the remainder of the state allocation for local agencies.
- The “formula alone” allocation method, whereby the allocation to any one eligible entity is calculated solely by determining the share its service area has relative to the total in the state of some factor(s) (such as population below the poverty income level, TANF households, unemployment rate, square miles, etc.).
- The “formula with variables” method is used by states that utilize a formula for the in-state allocation of most CSBG funds, but also award a fraction of their monies on a subjective basis, such as the quality of proposals received. “Variable” means elements other than formula factors are considered in distributing funds.
- The “hold-harmless + formula” allocation is usually adopted as a transition method in moving from a historic to a formula allocation, but moving in steps in order that eligible entities not be reduced or increased precipitously in any one funding period.

### ITEMS 4.A - 4.B COVERAGE OF COUNTIES

“Coverage” means availability of services and access to a local agency for low-income people in a given county.

#### ***Item 4.a Percent of counties receiving CSBG services***

The answer to Item 4.a is commonly interpreted as “x% of the counties in this state have a CSBG local multi-purpose agency assigned to provide services.” If the percentage answer you provide should not be interpreted that way (e.g., if you mean 50 percent of the people in the state live in counties with CSBG local services but that covers only 10 percent of the counties), please provide us with notes to interpret your data.

## **ITEMS 4.B - 4.C      NUMBER OF COUNTIES NEWLY RECEIVING CSBG SERVICES**

For Item 4.b, please indicate the number of counties newly covered in the current fiscal year, if any. List these counties in Item 4.c.

## **ITEMS 5.A - 5.B      USES OF CSBG DISCRETIONARY PROJECT FUNDS**

Items 5.a through 5.b represent the uses of discretionary project funds provided in Section A Item 2.c. Use expenditures here, not planning figures; that is, include the amounts of grant awards or contracts that were actually made during your current program year.

Item 5.a asks for the types of organizations that received discretionary project funds.

### ***Item 5.a.1      Awards to tribal organizations***

Enter applicable grant awards from discretionary project funds.

### ***Item 5.a.2      Awards to migrant or farmworker organizations***

Enter applicable grant awards from discretionary project funds.

### ***Item 5.a.3      Awards to state sub-grantee associations***

Enter applicable grant awards from discretionary project funds.

### ***Item 5.a.4      Awards to eligible entities***

Enter applicable grant awards from discretionary project funds.

### ***Item 5.a.5      Other***

Enter applicable grant awards from discretionary project funds. If discretionary programs in your state do not fall neatly into the previous categories, please provide a description of activities funded that makes clear the purposes and the recipient agencies.

### ***Item 5.a      Total discretionary funds expended***

Enter the sum of Items 5.a.1 through 5.a.5.

**Item 5.b asks about the purpose for which the discretionary fund awards were provided.**

### ***Item 5.b.1      Awards to local agencies for expansion to new areas***

Enter applicable grant awards from discretionary project funds.

***Item 5.b.2 Grants for exemplary or demonstration programs***

Enter applicable grant awards from discretionary project funds.

***Item 5.b.3 Competitive grants for exemplary or demonstration programs***

Enter applicable grant awards from discretionary project funds.

***Item 5.b.4 Training or technical assistance for local agencies***

Enter applicable grant awards from discretionary project funds.

***Item 5.b.5 Awards to statewide programs***

Enter applicable grant awards to statewide programs including grants for the support of state sub-grantee associations and statewide studies/planning.

***Item 5.b.6 General support***

Enter applicable grant awards from discretionary project funds

***Item 5.b.7 Other***

Enter applicable grant awards from discretionary project funds; specify purpose(s) of funds. State the full name of the program or initiative for which the funds were expended.

***Item 5.b Total discretionary funds expended***

Item 5.b should equal the sum of Items 5.b.1 through 5.b.7.

**NOTE:** When completing Section B Item 5, please keep in mind that your total at Item 5.a should match both the total of Item 5.b and the total identified in Section A Item 2.c.

**If Section A Item 2.c is greater than Section B Item 5.a and Item 5.b:**

It is possible that some discretionary funds were not expended and therefore should not have been included in the total amount in Section A. Because Section A.2.c is based on the actual total, it should not include discretionary funds that are carried forward. Those are to be included in Item A - funds carried forward to the coming fiscal year. Please check to make sure there are no funds in Section A.2.c that are included in error.

**If Section A Item 2.c is *less* than Section B Item 5.a and Item 5.b:**

Check what you have included in Section B Item 5.a and Item 5.b to determine if any amounts other than federal CSBG funds have been included (i.e. state dollars) when you totaled the amount. If other monies have been added to the amount, they should not be included in this total.

## Section C

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### General Information on State CSBG Offices

#### ITEM 1 - ITEM 4 ADMINISTRATIVE LOCATION, TITLES, AND DUTIES

Please respond to items with answers reflecting the structure of your state CSBG office.

#### ITEM 3 PROGRAM ADMINISTRATION

Please list any other programs administered by the same individual who administers CSBG.

#### ITEMS 5.A - 5.B STATE STATUTE REGARDING CSBG

**Item 5.a** asks if your state legislature has enacted, in either the current or earlier years, authorizing legislation governing the administration of the federal and/or state CSBG. If your answer to Item 5.a is “no,” proceed to Item 6.a.

**Item 5.b** should only be answered if your answer to Item 5.a is “yes.” Please answer Item 5.b and the nine additional questions about the content of your state CSBG statute. Please send either an electronic or hard copy of this information along with your database file.

#### ITEMS 6.A - 6.D SUPPLEMENTARY STATE FUNDING

##### **Items 6.a - 6.b Real cost of CSBG administration**

Item 6.a asks if the real cost of administering CSBG in your state, i.e. the expenditures required for all state administrative costs, was higher than the federally allowed limit (up to five percent of the federal CSBG allocation). If your answer to Item 6.a is “yes,” you are asked to list the amount or value of the extra costs in Item 6.b.

##### **Items 6.c - 6.d State funds used**

Item 6.c asks if state funds provided the extra resources needed to administer CSBG. If your answer to Item 6.c is “yes,” you are asked to list the amount of state funds expended in Item 6.d.

#### ITEMS 7.A - 7.B STATE POSITIONS FUNDED

**Item 7.a** collects the number of state employees funded in part or in whole by federal CSBG funds.

**Item 7.b** seeks the number of full-time equivalents (FTEs), or the number of full-time staff positions, funded by the CSBG.

FTEs are generally calculated by dividing the total number of person-hours paid for by CSBG by the number of hours, which is classified as full-time employment in a state's system. In many states, one FTE is 2,080 hours.

**ITEMS 8.A - 8.B**

**CERTIFICATIONS AND CREDENTIALLED STAFF IN STATE OFFICE**

**Items 8.a - 8.b** asks for the number of individuals with ROMA or CCAP certifications at the State Office.

# Section D

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## Accomplishments and Coordination of Funds

Section D calls for narrative descriptions that provide a human face to the facts and figures reported elsewhere in this survey. It is this section that provides a framework for understanding how CSBG works to improve the lives of low-income families and communities. This section consists of four questions. The first question focuses on management and program accomplishments, the second focuses on the successes of those served by the CSBG, the third addresses innovative programs, and the last question address coordination and mobilization of resources to provide services to vulnerable populations.

States are required to aggregate agency responses and submit only those they feel best exemplify the state CSBG network (the specific number of narratives to be submitted for each question is detailed below). Please submit the narratives within the database; attachments will not be accepted.

### ITEM 1 STRATEGIC THINKING FOR LONG-TERM SOLUTIONS

“Please describe an agency strategy which addresses a long-term solution to a persistent problem affecting members of the low-income community.”

### ITEM 2 DELIVERING HIGH-QUALITY, ACCESSIBLE, AND WELL-MANAGED SERVICES

“Please describe what you consider to be the top management accomplishment achieved by your State CSBG office during the fiscal year. Show how responsible, informed leadership led to effective and efficient management of the CSBG program.”

“Please describe what you consider to be the top three management accomplishments achieved by your agencies during the fiscal year. Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.”

### ITEM 3 MOBILIZING RESOURCES TO SUPPORT INNOVATIVE SOLUTIONS

“Please describe how your agency addressed a cause or condition of poverty in the community using an innovative or creative approach. Showcase how your agency relied on mobilization and coordination of resources to help reach interim and final outcomes. Demonstrate how CSBG “works” as it funds staff activities, investments, or services to meet a community need.”

**ITEM 4      PROVIDING POSITIVE RESULTS FOR VULNERABLE POPULATIONS**

“Please describe **one youth-focused initiative** that illustrates how CSBG funding was used and coordinated with other programs and resources.”

“Please describe **one senior-focused initiative** that illustrates how CSBG funding was used and coordinated with other programs and resources.”

# Section E

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## Dollars Spent by Service Category and Special Age Group

Section E focuses on detailed information about the services that were provided to low-income people and communities with CSBG resources over the fiscal year. You may want to duplicate the worksheets (along with Section F and G) immediately and send them to your subgrantees for them to complete. A 100 percent accounting of the expended CSBG funds is expected from each state. This section should account for all CSBG dollars expended by eligible entities in the fiscal year. Section E should also include any previous fiscal year's funds and any discretionary funds spent during your state's CSBG program year by each agency.

**Section E, Table 1** consists of nine categories of services: *Employment; Education; Income Management; Housing; Emergency Services; Nutrition; Linkages with Other Programs; Self-Sufficiency; and Health*. For each category of services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended. Table 1 should include all CSBG funding targeting the special age groups, which are listed separately as a breakout subtotal in Table 2.

In addition to the nine categories listed above, there is an additional category, "Other." This category is provided to capture any information on significant activities that are funded by the CSBG but are not included in the other nine categories. Most activities can be properly included in the nine provided categories. Please avoid use of this category whenever possible.

**Section E, Table 2** is included in response to Congressional interest in programs for two specific groups: youth and seniors. Youth and senior programs are those primarily directed at program participants in those two age categories. For these services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended. All CSBG funding reported in Table 2 should be extracted from data already included in Table 1, i.e. youth and senior programs should be reported under the traditional nine CSBG service categories in Table 1, as well as in Table 2.

We have included detailed information describing what activities are covered within each service category in the two tables in the Lexicon. This will help ensure that you can uniformly assign activities within each service category.

## GENERAL ACTIVITIES TO AID DATA COLLECTION OF SECTION E

Identify all projects/programs of all eligible entities and the discretionary grantees in your state, and the amount of fiscal year CSBG funds spent for each. Attribute all expenditures to the identified categories. You will be asked to determine how much of the total expenditures of local CSBG agencies went to administrative costs. However, these administrative costs should also be included in the expenditures for the services they help make possible.

Decide how to classify each project/program. Determine its primary purpose, and then assign it to whichever of the nine CSBG categories it most closely matches. If it truly does not fit into any one of the defined categories, put it in “Other” and include a description of the program.

## BASIC DEFINITIONS FOR SECTION E

The steps above contain terms with specific meanings for this section of the CSBG/IS.

**A program, project or service** is the smallest activity for which CSBG agencies can reasonably be expected to keep track of dollars spent. CSBG/IS has historically referred to these activities as projects. Many agencies consider their activities “programs” or ongoing “services.” Ideally, a CSBG project is designed to fit in one of the nine CSBG service category areas, it follows one implementation strategy, and it is targeted to serve one low-income group.

Often in practice, CSBG projects have multiple purposes, strategies, and recipient groups. **Only the primary purpose of a project can be considered in determining where in Section E to enter its data;** since dollars spent on the secondary and tertiary purposes of projects cannot be identified by the CSBG operator (or they would be projects in their own right), they must be ignored.

**Administrative costs** for CSBG reporting are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services”

(<http://www.acf.hhs.gov/programs/ocs/csbgs/guidance/im37.html>).

**NOTE:** *It is important to remember that all indirect expenses are not “administration,” especially if they are paying for the salaries of persons engaged in making linkages that mobilize funds or coordinate programs.*

CSBG is unique among federal programs in part because “linkages” is a service CSBG funds, not an administrative item. Similarly, when CSBG provides administrative funding for programs

of other community organizations because there is a partnership with the subgrantee's own programs, these expenses may well be either Linkages projects or classified as the type of program being operated with the funds.

## ENTERING DATA INTO THE SECTION E TABLES

### *Preliminary step*

For ease of reporting, the forms for distribution to local agencies ask the agencies to provide the name of their agency to help the state keep track of the agency level data that is submitted. However, in the electronic database version of the forms which the state submits, please indicate how many of the local agencies eligible to receive pass-through funding (Item 1.k from Section B) in your state reported data for this section by entering the appropriate number next to the heading “**Total number of agencies reporting.**” The number of agencies reporting is important information that helps us understand what proportion of agencies responded. The federal law requires reporting by all eligible entities. However, if this proportion is less than 100 percent, it gives us a sense of how representative the expenditures reported in this section are of available CSBG resources in your state.

### *Table 1: CSBG by Service Category*

This table includes all programs offered by the agencies in your state including those for youth and seniors which are identified specifically in Table 2.

The rows of Table 1 list each of the nine established service categories and one additional “Other” category:

1. Employment
2. Education
3. Income Management
4. Housing
5. Emergency Services
6. Nutrition
7. Linkages
8. Self-Sufficiency
9. Health
10. Other

The first nine service categories comprise the primary rows into which CSBG expenditure data will be entered. The final service category, “Other,” should be used only when activities do not fit within the nine established categories.

Report all CSBG funds used to support the activity in the specific service category.

Administrative costs supported by the CSBG should be included as costs of providing a given service.

### ***Administrative Costs***

Enter the amount of the CSBG funds already reported in Table 1 which were expended for administrative purposes. See IM 37 for further guidance on reporting CSBG administrative costs.

### ***Table 2: Funds for Services by Demographic Category***

This table contains programs that were already included under the service categories listed above in Table 1. Report all CSBG funds used to support the activity serving the specific age group category. Administrative costs supported by the CSBG should be included as costs of providing a given service.

**NOTE:** *These are a subtotal of the already reported totals in the 10 service categories listed in Table 1.*

**Youth programs** are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-17 or 12-21).

**Senior programs** are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

### **CLASSIFYING PROGRAMS AND PROJECTS**

In general, CSBG projects are not classified by the type of low-income group served- children, teenagers, or the elderly. They are classified by the poverty-causing conditions listed in the CSBG Act - lack of a job, lack of adequate education, lack of decent housing, poor nutrition, etc. For example, data on a nutrition project for the elderly would be entered in the Nutrition Service category, and an elderly employment project would go in the Employment Service category.

The premise of the classification of CSBG services upon which the CSBG/IS has been based is that all projects funded with CSBG funds fit into one of the categories mentioned in the CSBG Act. As some states have developed initiatives that do not fit neatly in these categories but are designed to eliminate a cause of poverty, two more categories (Self-Sufficiency and Health) have been developed for the CSBG/IS and a third (Other) may be used to report significant initiatives in your state which do not fit the nine categories offered.

Several types of support services theoretically can be provided for each of the nine CSBG categories. For example, transportation can be a support service to a project in the education and nutrition categories, and information-and-referral can be a support service in the employment and housing categories. Comprehensive transportation and information and referral projects that serve several of the primary categories should be included in the Linkages Service category only if they operate as a separate administrative or program unit. If they are support activities, put them in with the primary project or program supported. The Lexicon provides additional guidance and examples of Service Category programs and projects.

### **DISCRETIONARY PROJECTS**

Most projects funded from the State's CSBG discretionary funds, whether to eligible entities or other organizations, would be classified just like local pass-through projects. However, certain statewide projects have special classifications.

Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus, would be entered in the Income Management category. Data collection projects, except needs assessments, would also be entered here.

Grants to support participation in planning and/or coordinating services for low-income groups should be included in the Linkages service category. Also included in this part of Section E are statewide Brokerage/Advocacy Projects, statewide study grants, or funding for statewide forums, conferences, or coalitions.

# Section F

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## Other Resources Generated by the CSBG Network

All data, whether or not funded directly by CSBG, should be reported in Section F. Section F collects the data on all other resources allocated to, administered through, and generated by the CSBG network. Section F is critical because it permits characterization of the work of the network as a whole and places the CSBG within a realistic context. Section F summarizes all non-CSBG resources in local agencies.

This section assumes that states will gather information from their CSBG grantees, and that states will copy these pages for the distribution and collection of all relevant information.

The top of the Section F form asks for two important pieces of information:

**ITEM 1**                      **NUMBER OF LOCAL AGENCIES REPORTING (NAME OF AGENCY REPORTING)**

**ITEM 2**                      **AMOUNT OF CSBG FUNDS ALLOCATED TO REPORTING LOCAL AGENCIES**

The amount of fiscal year CSBG funds allocated to those agencies which are providing data in this section for federal, state, local and private funding. Any state CSBG discretionary dollars that were awarded to the eligible entities reporting under this section should also be included.

The form then provides a list of federal grant programs whose cash or commodity value should be listed.

**ITEM 3**                      **WEATHERIZATION (DOE) WEATHERIZATION ASSISTANCE PROGRAM**

Funding from the U.S. Department of Energy. Include Petroleum Violation Escrow (PVE) oil overcharge funds used for this program.

**ITEM 4**                      **HEALTH AND HUMAN SERVICES SOURCES OF FUNDING**

***Item 4.a***                      ***LIHEAP - Fuel Assistance***

Low-Income Home Energy Assistance Program funding from the U.S. Department of Health and Human Services. Include PVE oil overcharge funds used for this program.

***Item 4.b LIHEAP - Weatherization***

Low-Income Home Energy Assistance Program (LIHEAP) funding from the U.S. Department of Health and Human Services used to provide weatherization services.

***Item 4.c Head Start***

Head Start funding from the U.S. Department of Health and Human Services.

***Item 4.d Early Head Start***

Early Head Start funding from the U.S. Department of Health and Human Services.

***Item 4.e Older Americans Act***

Older Americans Act funding from the U.S. Department of Health and Human Services.

***Item 4.f SSBG***

Social Services Block Grant funding from the U.S. Department of Health and Human Services.

***Item 4.g Medicare/Medicaid***

Medicare and Medicaid funding from the U.S. Department of Health and Human Services.

***Item 4.h Assets for Independence (AFI)***

AFI funds provided by the U.S. Department of Health and Human Services

***Item 4.i Temporary Assistance to Needy Families (TANF)***

TANF Funds provided by the U.S. Department of Health and Human Services. This should include all programs funded by TANF to provide services to former welfare recipients including programs that assist families in remaining self-sufficient. It is critical to examine the ultimate source of the funds because often TANF funds are funneled through other programs.

***Item 4.j Childcare Development Block Grant (CCDBG)***

Childcare Development Block Grant funds provided by the U.S. Department of Health and Human Services.

**Item 4.k      Other HHS Resources**

List all other funding from the U.S. Department of Health and Human Services not listed in Item I.3.a – Item I.3.j. List in order of size. For each program, please list the name and the funding source. Please DO NOT use acronyms and abbreviations. Include CFDA number.

**ITEM 5                      DEPARTMENT OF AGRICULTURE (USDA)****Item 5.a      Women, Infants, and Children (WIC)**

Special Supplemental Nutrition Program for Women, Infants and Children nutrition program funded by the U.S. Department of Agriculture.

**Item 5.b      All USDA Non-Food Programs**

All non-food programs funded by the U.S. Department of Agriculture, such as rural development and housing.

**Item 5.c      All Other USDA Food Programs**

All other food programs funded by the U.S. Department of Agriculture, including The Emergency Food Assistance Program (TEFAP).

**ITEM 6                      DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)****Item 6.a      CDBG – Federal, State, and Local**

Community Development Block Grant funding from the U.S. Department of Housing and Urban Development directly or indirectly through contracts with the state or local government.

**Items 6.b – Items 16.g      Housing Programs (HUD)**

Funding from Section 8, Section 202, home tenant based assistance, HOPE for homeowners Programs (H4H), Emergency Solutions Grant (ESG), and Continuum of Care (CofC) as awarded by HUD.

**Item 6.h      All other HUD including Homeless Programs**

All other homeless and housing programs funded by the U.S. Department of Housing and Urban Development. Includes the McKinney Homeless program.

**ITEM 7**                      **DEPARTMENT OF LABOR (US DOL)**

***Item 7.a***            ***Workforce Investment Act***

The Department of Labor’s JTPA programs were restructured by the Workforce Investment Act (WIA) of 1998. This item asks for all resources from federal funding sources that are for employment and training activities, whether through state agencies or Workforce Investment Boards.

***Item 7.b***            ***Other U.S. DOL Employment and Training Programs***

Funds from any U.S. Department of Labor resources for employment and training programs.

***Item 7.c***            ***All other DOL programs***

Funds from any other U.S. Department of Labor resources not captured already above.

**ITEM 8**                      **CORPORATION FOR NATIONAL AND COMMUNITY SERVICE PROGRAMS FUNDS**

Funds from CNCS provided to programs such as the AmeriCorps\*VISTA and AmeriCorps\*NCCC programs, the SeniorCorps (Foster Grandparent, RSVP, or Senior Companion) programs, Learn and Serve, or America Reads.

**ITEM 9**                      **FEMA**

Emergency funds from the Federal Emergency Management Administration such as food assistance and disaster relief.

***ITEM 10***                      ***DEPARTMENT OF TRANSPORTATION***

Transportation funding from the U.S. Department of Transportation (US DOT).

**ITEM 11**                      **DEPARTMENT OF EDUCATION**

Education funding from the U.S. Department of Education (US EDU).

**ITEM 12**                      **DEPARTMENT OF JUSTICE**

Justice funding from the U.S. Department of Justice (US DOJ).

**ITEM 13**                      **DEPARTMENT OF TREASURY**

Treasury funding from the U.S. Department of the Treasury (US TD).

**ITEM 14      OTHER FEDERAL SOURCES**

List all other federal funding sources not listed in Items 14.i – 14.iv. **PLEASE PROVIDE THE FULL NAME OF THE FEDERAL DEPARTMENT.** For each program, please list the name and the funding source. Please DO NOT use acronyms or abbreviations. It is important that all programs listed under “Other” in Item 4k and Item 14 Other are carefully scrutinized at the state level. Often programs entered here belong on the more specific categories listed in the pre-existing Federal categories. For those programs that are listed in these fields, please provide as much detail as possible. Include CFDA.

**ITEM 15      TOTAL: NON-CSBG FEDERAL RESOURCES**

Should equal the sum of Items 3 - 14.

**ITEM 16      STATE RESOURCES*****Item 16.a      State-appropriated funds used for the same purpose as federal CSBG funds***

This item asks for the amount of funds appropriated to reporting agencies that are governed under the same criteria as federal CSBG allocations. The figure reported here should include all of and only those funds that were allocated to local agencies as reported in Section A Item 5.

***Item 16.b      State Housing and Homeless Programs (including housing tax credits)******Item 16.c      State Nutrition Programs******Item 16.d      State Day Care and Early Childhood Programs******Item 16.e      State Energy Programs******Item 16.f      State Health Programs******Item 16.g      State Youth Development Programs******Item 16.h      State Employment and Training Programs******Item 16.i      State Head Start Programs******Item 16.j      State Senior Services******Item 16.k      State Transportation Programs******Item 16.l      State Education Programs***

***Item 16.m State Community, Rural, and/or Economic Development Programs******Item 16.n State Family Development Programs******Item 16.o Other State Sources***

For Item 16.o, list all other programs that made use of state funding sources. Please list the names of all programs and each program's specific funding source(s) and funding amounts. Please write out all acronyms and abbreviations.

It is important that all programs listed under Item 16.o are carefully scrutinized. Often programs entered here belong in the more specific categories listed in under 16.a-n. For those programs that are listed in this item, please provide as much detail as possible. This will aid NASCSP in disseminating the information in our annual report. Please do not use program acronyms unless you also provide the full name of a particular program or funding source.

**ITEM 17 TOTAL: STATE RESOURCES**

Should equal the sum of Item 16.a- 16.o.

**ITEM 18 DOUBLE COUNT AMOUNT: STATE RESOURCES**

If any of the state resources were also reported under Federal Resources and totaled under Item 15, Total Federal Resources, please estimate the amount here.

While it has always been the intent of the CSBG/IS that funds be reported once, by their original source, state practice may have varied. Therefore, please make every effort to report program funds awarded to local agencies by the state under their respective part of Section F. If this proves impossible and the programs reported under State, Private, and Local funding include substantial funds from other sources, please estimate at the bottom of each section in the space provided how much may be double-counted.

**ITEM 19 LOCAL RESOURCES**

Please group funding sources into the categories provided by Items 19.a-d.

***Item 19.a Amount of unrestricted funds appropriated by local governments******Item 19.b Amount of restricted funds appropriated by local governments******Item 19.c Value of contract services******Item 19.d Value of in-kind goods/services received from local government***

**ITEM 20 TOTAL: LOCAL RESOURCES**

Should equal the sum of Items 19.a through 19.d.

**ITEM 21 DOUBLE COUNT AMOUNT: LOCAL RESOURCES**

If any of the state resources were also reported under Federal Resources and totaled under Item 15, Total Federal Resources, or Item 17 Total State Resources please estimate the amount here.

**ITEM 22 PRIVATE SECTOR RESOURCES**

Please group funding sources into the categories provided by Items 22.a – through Items 22.f.

***Item 22.a Funds from Foundations, Corporations, United Way, other non-profits***

***Item 22.b Other donated funds***

***Item 22.c Value of donated items, food, clothing, furniture, etc.***

***Item 22.d Value of in-kind services received from business***

The CSBG office should provide guidelines for valuing in-kind donations. A consistent, reasonable statewide method is all that is required.

***Item 22.e Payments by clients for services***

Amounts entered for this item should include all resources generated by a local agency for direct services to program participants. Examples are income through “sliding scale” fees charged for medical care, mental health services, or legal/tax assistance.

***Item 22.f Payments by private entities for goods or services for low- income program participants or communities***

Some subgrantees are paid by private entities, profit or non-profit, to provide services to those corporations. Most such arrangements are contractual. Examples are: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, even rental of space and equipment in the service area. This space is for recording the gross income from such arrangements. Contractual arrangements which are simply direct subcontracts or subgrants of state, local or federal funds should continue to be reported in the federal, state or local resources - and not reported here. This item is to record funding of a type not previously enumerated or which was historically assigned to a less appropriate category because the survey offered no item to capture these contractual arrangements involving the private or charitable resources of a non-governmental entity.

**ITEM 23                      TOTAL: PRIVATE SECTOR RESOURCES**

Should equal the sum of Item Items 22.a – through Items 22.f.

**ITEM 24                      DOUBLE COUNT AMOUNT: PRIVATE SECTOR RESOURCES**

If any of the private sector resources were also reported under Federal, State, or Local totals in Items 15, 17, or 20, please estimate the amount here.

**ITEM 25                      TOTAL FEDERAL, STATE, LOCAL AND PRIVATE RESOURCES**

Should equal the sum of the Totals from Federal, State, Local, and Private resources, excluding CSBG, and less the Double Count Amounts from Items 18, 21, and 24.

# Section G

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## Program Participant Characteristics

All data, on all clients, whether or not funded directly by CSBG or by other reported funding sources, should be reported in Sections G.

The purpose of Section G is to gather information on all of the program participants served by local agencies. This demographic information will strengthen the CSBG/IS Annual Report by demonstrating who is being served by CSBG agencies. For example: *Are CAAs serving a significant proportion of the community's elderly population? How many program participants are employed?*

### ITEM 1 NAME OF AGENCY REPORTING

In the electronic database, a report will be available at the state level containing the agency count. The database and hard-copy forms will gather information on an agency-level basis.

### ITEM 2.A TOTAL LEVERAGED RESOURCES IN AGENCIES REPORTING, INCLUDING CSBG

This includes regularly appropriated fiscal year funds other than CSBG dollars. Please take the time to add up the allocations of the agencies reporting. If all agencies in your state report in both Section G and Section F, the value of this item would be the same as the final total in Section F.

### ITEM 2.B TOTAL CSBG FUNDS

Report the total CSBG funds allocated in the fiscal year, including discretionary funds. The value of this item should match the total CSBG allocation reported in Section F, Item 2.

### ITEM 3 TOTAL UNDUPLICATED NUMBER OF PERSONS ABOUT WHOM ONE OR MORE CHARACTERISTICS WERE OBTAINED

To obtain unduplicated counts, an agency will need to have a system to distinguish each individual so the number of services the individual is provided can be assigned to that individual. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, not seven services.

#### ITEM 4 TOTAL UNDUPLICATED NUMBER OF PERSONS ABOUT WHOM NO CHARACTERISTICS WERE OBTAINED

If an agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of persons for whom characteristics were not obtained and enter the number here. These items should include all persons served in a local CSBG agency. If an agency cannot provide demographic characteristics for all persons it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported.

**NOTE:** *Individuals calling into Information and Referral lines and those receiving food boxes should not be counted if a way of determining unduplicated individuals here has not been established.*

#### ITEM 5 TOTAL UNDUPLICATED NUMBER OF FAMILIES ABOUT WHOM ONE OR MORE CHARACTERISTICS WERE OBTAINED

To obtain unduplicated counts, an agency will need to have a system to distinguish to which family unit each individual belongs, so the total number of services the individuals in the family are provided can be assigned to the family. For example, if a 3-person family enters an agency and each individual receives one different service, an unduplicated count records one family, not three individuals receiving services who are each assigned the same family characteristics (income level, household type, etc).

A family can be a single individual. For families of more than one individual, the definition of "family" is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter, her husband and two children, and the older couple's nephew all lived in the same house or apartment; they would all be considered members of a "family."

#### ITEM 6 TOTAL UNDUPLICATED NUMBER OF FAMILIES ABOUT WHOM NO CHARACTERISTICS WERE OBTAINED

If an agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of families for whom characteristics were not obtained and enter the number here. These items should include all families served in a local CSBG agency. If an agency cannot provide demographic characteristics for all families it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported.

**NOTE:** *Families calling into Information and Referral lines and those receiving food boxes should not be counted if a way of determining unduplicated families here has not been established.*

This requires that a similar system of unique identifiers be in place, which, in addition to identifying an individual, also identifies a family. For example, if a family member comes in and receives four services and another family member comes in and receives six services, an unduplicated count would record one family, and not ten services for two individuals. Agencies generally append the family code to all family members' individual identifiers.

### ***Clarification on Duplication in Section G***

For the IS Survey, it is important that agencies only report the unduplicated count of clients. Therefore, when agencies are unable to verify data are unduplicated, those data should not be reported. If any agencies are able to verify that a portion of their data is unduplicated, it would be appropriate to report that portion of their data. Make sure to provide a comment to that effect and again next year to explain the variance that will result from improved reporting after training. The top priority is to maintain the integrity of the data reported, which is why we must insist that only unduplicated data be included in the report, even though we know this is not always the easiest thing.

Our guideline is to include demographic data on all persons and families served by the agency, not only those who are CSBG eligible. If the agency completed some form of processing, and it was determined that the person was NOT eligible for any services from the agency in question and the person received no services, then you would NOT report that person, since Section G is for all demographics collected on persons/families receiving services from the agency.

The demographic section of the CSBG IS Survey database can currently handle the reporting of persons about whom some, but potentially not all, demographic information is collected. For example, if a person attends an agency program and the agency records that the person is female, 31, and Latina, that person should be reported in Item 3 as a person about whom one or more characteristics were obtained. They would then further be reported in Item 7.b Female, Item 8.e 24-44 years old, and Item 9.a Hispanic, Latino or Spanish Origin. It is not a problem that the program did not collect the person's education level or health insurance information. The individual can still be reported in Section G as a person about whom one or more characteristics was obtained and the partial demographic information can be reported.

The database does accept partial demographic data and we generally expect that people are reporting partial information when they are able. For example, the totals for demographic subcategories all should be **LESS THAN** or **EQUAL TO** the numbers entered into Items 3 and 5. The logic behind this is that, for example, Item 3 includes an

unduplicated count of ALL persons about whom the agencies have collected any demographic data. Therefore, if you have collected the gender of every person served and reported in Item 3, the total for Item 7 Gender and Item 3 would be the same. If some but not all gender data was collected, the total for Item 7 Gender would be LESS than Item 3.

## ITEMS 7-11: CHARACTERISTICS OF INDIVIDUAL PROGRAM

### Participants Receiving Services

#### **Item 7.a - 7.b      Gender**

Gender should be noted as either male or female for each individual receiving services.

If all program participants listed in Item 3 reported their gender, the sum of Item 7.a and Item 7.b should be equal to Item 3. The sum should not exceed the value in Item 3.

#### **Item 8.a - 8.h      Age**

This item applies only to the individual who is receiving services. Most agencies record the date of birth and later tally ages annually to provide this information.

If all program participants listed in Item 3 reported their age, the sum of Item 8.a through Item 8.h should be equal to Item 3. The sum should not exceed the value in Item 3.

#### **Item 9.I.a - 9.II.f      Ethnicity/Race**

**NOTE:** *This section has been modified to conform to the changes made by the U.S. Census Bureau in reporting race and Hispanic origin on the 2000 Census. We are now asking for information both on Ethnicity (Hispanic or not Hispanic) and Race. These are now two separate categories. Therefore, someone who reports Hispanic for ethnicity in Item 9.I will also report a race from the racial categories in Item 9.II.*

Each program participant should be reported under Item 9.I.a or I.b. No participant should be reported under both Items I.a and I.b. If all program participants listed in Item 3 reported their ethnicity, the sum of Items 9.I.a and I.b should be equal to Item 3. The sum should not exceed the value in Item 3.

Hispanic or Latino origin: For Census 2000, American Community Survey: People who identify with the terms “Hispanic” or “Latino” are those who classify themselves in one of the specific Hispanic or Latino categories listed on the Census 2000 or ACS questionnaire - “Mexican,” “Puerto Rican,” or “Cuban” - as well as those who indicate that they are “other Spanish, Hispanic, or Latino.” Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as

Spanish, Hispanic, or Latino may be of any race.

***Race Definitions for Section G***

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as “White” or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

**Black or African American.** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as “Black, African Am., or Negro,” or provide written entries such as African American, Afro American, Kenyan, Nigerian, or Haitian.

**American Indian and Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian.”

**Native Hawaiian and Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander.”

**Other race.** Includes all other responses not included in the “White,” “Black or African American,” “American Indian and Alaska Native,” “Asian” and “Native Hawaiian and Other Pacific Islander” race categories described above. Respondents identifying as multiracial, mixed, interracial, or Wesort are included here.

**Multi-Race.** Any two or more of the aforementioned race categories. This item concerns only the individual who is receiving services. We are seeking information on the race and the ethnicity of program participants. Please select only one description for each individual.

Additionally each program participant should be under Items 9.II.a, II.b, II.c, II.d, II.e, or II.f. Each participant should only be reported once under Item 9.II. If a program participant self-identifies himself or herself as falling into more than one racial category

they should be reported in Item II.g (Multi-Race). If all program participants listed in Item 3 reported their race, the sum of Items 9.II.a through II.g should be equal to Item 3. The sum should not exceed the value in Item 3.

***Item 10.a - 10.e      Education***

Please note that this item only applies to individuals 24 years of age or older. We are no longer asking for the characteristics “Non-HS grad/GED, teen or adult.” Instead, we will determine the number of non-high school graduates based on the education levels reported for individuals 24 years of age or older.

Even if all adults listed in Item 3 reported their education, the sum of Item 10.a through Item 10.e should be significantly less than the value in Item 3 because Items 10.a through 10.e only include adults. The sum of Item 10 should not exceed the sum of Items 8.e through 8.h (the ages of adults).

***Item 11.a - 11.b      Other Characteristics***

For Item 11.a every individual responding to this question must be included in either the “no” or “yes” column. If an individual receiving services has any form of health insurance, including Medicare or Medicaid, s/he should be included in the “yes” column. The sum of the “no” column and the “yes” column will automatically be totaled in the “number surveyed” column.

For Item 11.b every individual who responded to this question should be included in either the “no” or “yes” column. If an individual receiving services meets any of the three criteria listed below, s/he should be included in the “yes” column. The sum of the “no” column and the “yes” column will automatically be totaled in the “number surveyed” column.

The definition of “disabled” used in this report is taken from the Americans with Disabilities Act of 1990:

“The term disability means, with respect to an individual - (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (b) a record of such an impairment, (c) being regarded as having such an impairment.”

**ITEMS 12-16:                      CHARACTERISTICS OF FAMILIES RECEIVING SERVICES**

**ITEM 12.A - 12.F:              FAMILY TYPE**

Based on the composition of the family of the recipient, one of the five family types should be noted. If the family type of the recipient is not reflected in one of these types please mark

“other.” If more than one member of a family receives services, the family should only be counted once.

**NOTE:** *If all families listed in Item 5 reported their family type, the sum of Items 12.a through 12.f should be equal to Item 5. The sum should not exceed the value in Item 5.*

### ***Clarification for Item 12 Family Type***

- a. Single Person – single individual living alone
- b. Two Adults/ No Children – The Head of Household is not a child, another Non Head of Household member is also above age 18. May include a childless couple, or a parent and child above the age of 18.
- c. Two Parent Household – The family has a Head of Household who has a Spouse or Partner in the enrollment, and there is a child present under the age of 18
- d. Single Parent Male – The Head of Household is a Male and has no Spouse or Partner but does have a child (includes grandfather and grandchildren)
- e. Single Parent Female – The Head of Household is a Female and has no Spouse or Partner but does have a child (includes grandmother and grandchildren)
- f. Other – anything that doesn’t match above.

## **ITEM 13.A - 13.H**

## **FAMILY SIZE**

Please enter the number of people in the family of the person receiving services.

**NOTE:** *If all families listed in Item 5 reported their family size, the sum of Item 13.a through Item 13.h should be equal to Item 5. The sum should not exceed the value in Item 5.*

### ***Clarification between Item 12 Family Type and Item 13 Family Size***

Item 12 asks for the type of family while Item 13 asks for the specific number of people in the families served. For example, if you report in Item 12.e. Two Adults NO Children, they should also be reported in Item 13.b. Family Size Two. However, these two numbers might not be identical; for example, you might have a Single Parent Female-headed household with 1 child. This would also be reported in Item 13.b. Family Size Two. Therefore, the number for Item 13.b. Family Size Two contains the numbers reported in Item 12.e, but is not limited to only Item 12.e.

Similarly, the same number would be reported in Item 12.d Single Person and again in Item 13.a Family Size One. Though these two items overlap between Items 12 and 13, the remaining elements of items 12 and 13 ask about different features of a family. The

type of family (such as single parent, two parent, etc.) would be reported in Item 12 and the total number of members in a family would be marked in Item 13. Just like the rest of Section G, we know each agency may not collect all demographic items from each person or family. Thus, the totals for Items 12 and 13 can match, but they are not required to be exactly the same.

## **ITEM 14.A - 14.K                      SOURCE OF FAMILY INCOME**

Please enter the type or types of income received by all persons in the family. It is understood that a family may have several sources of income, please indicate all sources of income for each family. Food Stamps/Supplemental Nutrition Assistance Program (SNAP), Medicaid and other in-kind benefits (LIHEAP, WAP, etc.) will not be included in these calculations.

### ***Item 14.a      Unduplicated # of Families Reporting Income Source***

With this item we are attempting to collect an unduplicated count of families who provided information on sources of income in Items 14.c through 14.k. This will aid NASCSP in determining what percentage of families responding were receiving a particular source of income and in understanding how many were in programs that record their income sources. If all families reported on their source(s) of income, the number would match the figure in Item 5.

### ***Item 14.b      Unduplicated # of Families Reporting Zero Income***

Enter the unduplicated number of families reporting zero income.

### ***Item 14.c      TANF***

Enter the unduplicated number of families that receive funds from the Temporary Assistance for Needy Families (TANF) program.

### ***Item 14.d      SSI - Supplemental Security Income***

Enter the unduplicated number of families that receive SSI benefits. This is federal assistance usually provided to persons whose Social Security payments are inadequate.

### ***Item 14.e      Social Security***

Enter the unduplicated number of families that receive Social Security benefits.

### ***Item 14.f      Pension***

Enter the unduplicated number of families that receive Pension benefits, including any type of income earned from private pensions, e.g. company retirement, IRA income or 401(k).

**Item 14.g    General Assistance**

Enter the unduplicated number of families that receive General Assistance. This is usually a state-funded program available for emergencies and in some instances becomes a regular source of income for single program participants. It has a variety of names; for instance, in some states it is called General Relief.

**Item 14.h    Unemployment Insurance payments**

Enter the unduplicated number of families that receive Unemployment Insurance payments.

**Item 14.i    Employment plus any other sources**

Enter the unduplicated number of families that have income from employment and from any other sources such as those included in this list.

**Item 14.j    Employment only**

Enter the unduplicated number of families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses. *Items 14.i and 14.j are mutually exclusive.*

**Item 14.k    Other**

Enter the unduplicated number of families that report other sources of income, including investments, rent, etc.

**Clarification on Item 14 Sources of Income**

The total for Items 14.a and 14.b should not be greater than Item 5. Item 14.l should be equal to or greater than 14.a. However, there is no real restriction on the upper limit of Item 14.l, since a family can have multiple sources of income, and you are reporting each income source for a given family on the appropriate line. For example, a family reporting TANF, Pension, and Employment would be reported in line items 14.c TANF, 14.f Pension, and 14.i Employment + Other Source. As another example, if Item 14.l was 15,000 and you divide that by the total number of families who reported having a source of income (7,484), to get an average number of 2 sources of income per family, which is reasonable.

**ITEM 15.A - 15.H    LEVEL OF INCOME**

This item refers to income levels of the families served compared to the current HHS Poverty Income Guidelines, published annually in the Federal Register. Please record the number of families at each of the eight percentage ranges of the poverty level.

**NOTE:** If all families listed in Item 5 reported their level of income, the sum of Items 15.a through 15.h should be equal to Item 5. The sum should not exceed the value in Item 5.

## ITEM 16.A - 16.D HOUSING

### Item 16.a Own

Enter the number of families that own their home.

### Item 16.b Rent

Enter the number of families that rent their housing. Rent can be considered as money or services exchanged for housing and payment of a portion of rent in units shared with others.

### Item 16.c Homeless

Enter the number of families that were homeless. The definition of the term “Homeless” used for this report, taken from the Stuart B. McKinney Act, follows:

“Homeless” or “homeless individual” includes: (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and (2) An individual who has a primary nighttime residence that is: A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed

## HUD Categories of Homelessness

### Category 1 Literal Homelessness

Individuals and families who live in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, and hotels paid for by a government or charitable organization.

### Category 2 Imminent Risk of Homelessness

Individuals or families who will lose their primary nighttime residence within 14 days and has no other resources or support networks to obtain other permanent housing.

### Category 3 Homeless Under Other Statutes

Unaccompanied youth under 25 years of age, or families with children and youth, who do not meet any of the other categories but are homeless under other federal statutes, have not had a lease and have moved 2 or more times in the past 60 days and are likely to remain unstable because of special needs or barriers.

### Category 4 Fleeing Domestic Violence

Individuals or families who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and who lack resources and support networks to obtain other permanent housing.

for, or ordinarily used as, a regular sleeping accommodation for human beings.”  
The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law. For additional guidance on the definition of homelessness, see the above HUD category listing found at: <https://www.hudexchange.info/resources/documents/HUDs-Homeless-Definition-as-it-Relates-to-Children-and-Youth.pdf>.

***Item 16.d    Other***

If neither Item 16.a, nor Item 16.b, nor Item 16.c describes the family’s housing situation, record them here.

**NOTE:** *If all families listed in Item 5 reported their housing, the sum of Items 16.a through 16.d.*